STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL HOMELAND SECURITY

Meeting Minutes, April 22, 2004

Holiday Inn — Airport

Members Present:

- R. Mark Lockwood, ICOPA
- R. Dan Charboneau, ISP
- Dia Gainor, IDHW
- Dodie Collier, IDJC
- Stephen V. Southwick, Idaho Sheriff
- Stan Passey, ISP
- Jerry Goetz, FBI
- Joe Roche, Department of Administration
- Richard Elwood, ITRMC
- Matt Howarth, Motorola
- Scot Maring, Idaho Department of Administration
- Jaime Herrera, IDOC
- Cory Lyman, Ketchum P.D.
- Jim Forgy, SAIC/ICTAP
- John Sutton, SAID/ICTAP
- Bob Cagle, SSC SD/ICTAP
- Nick North, SAIC/ICTAP
- Ed Emmel, City of Boise
- Bruce Allcott, Idaho Fire Chiefs Association
- Kevin Quick, Pocatello Fire
- Roger Sears, Pocatello Fire
- Bruce Branlund, Motorola
- Keith Cook, Motorola
- Mike Candelaria, DOI/BLM
- Stephen Jenkins, NIFC
- Doug Armentrout, McLaughlin-Levy
- Bob Burke, IDL
- Mary Halverson, Bureau of Homeland Security
- John Cline, BHS
- Dave Claycomb, IDPR
- Dean Sangrey, Iaho Department of Parks & Recreation
- Les Shadduck, Ada County Sheriff's Office
- Bart Hamilton, Ada County Sheriff's Office
- Gary Ward, Bureau of Homeland Security

Chief Lockwood, Sandpoint Police Department, called the meeting to order at 9:00 a.m., and an attendance sheet was passed around to all members. Attendees introduced themselves.

Review and approve minutes from March 25, 2004 meeting. Corrections are as follow:

#3 on front — Dan should be corrected to read "Idaho State Police", not the Transportation Department; the spelling of his name should be corrected as well.

Motion made to accept; motion seconded by Chief Allcott. Motion was unanimously voted by all members and minutes were accepted.

Dia Gainor then presented a PowerPoint presentation on the Outreach Committee Update. ITD and Department of Health & Welfare were both asked to attend this meeting. The intent is to develop a calendar of opportunities (i.e., who to talk to; what to tell them). This includes four primary objectives:

- Review and adopt format for listing meetings;
- Consider and select approach for populating the list;
- Draft a list of facts, issues, and SIEC deliverables;
- Identify and prioritize what kind of media and on website; and
- Format for listing each objective.

Concept of Presentation:

- Consistency of message;
- Avoidance of "death by PowerPoint";
- Mixture of media; and
- Available/portable technology.

Presentation Format:

- Multimedia (video, slides, voiceover) in "flash" and DVD/VHS modes;
- Mechanism for download from website, or support with contact into full footage; and
- PowerPoint as a last resort backup.

Handouts:

- Essential for some to digest later;
- Further distribution;
- Automatic action note — to visit website, check on status of systems locally, etc.; and
- Describe method for interested members to subscribe to an e-newsletter.

Presentation Content:

- Comments from Governor;
- Testimonial(s);
- Enough media diversity to maintain interest, even if shown right after lunch;
- Enough for audience to grasp "what is interoperability, why do we care, and what is the SIEC?"

What should be covered?

- Mission and Vision of the SIEC; and
- Governor's Executive Order

Thoughts and comments from the Committee:

Sheriff Allcott: Specifically, public interest should be addressed (for instance, how will this help them deal with FCC regulations?); questions from the user (what does this *really* mean? how does it apply to us? how is it going to help us?); specific timelines, deadlines and duration (what to expect, and when). In the Governor's Executive Order, he detailed he would like to see interoperability not only in our state, but in sister states as well — need to have outreach outside our geographical borders.

Bob Burke: Somewhere there should be some kind of safety message. There are some frequency and radio compatibility issues between agencies. Everyone needs to be on the same frequency to be able to communicate in the event of an emergency.

John Sutton: Perhaps come up with different grant opportunities to get money to accomplish the safety message goals.

Dia Gainor: If ideas/concepts have already been adopted, like the P25 from the last meeting for instance, those should be revealed to the agencies involved, the public, etc. Also, "what is the Year 2 message?"

Recommendations:

- Adopt meeting information matrix;
- Assign Project Manager (upon their installation) to maintenance and coordination of that information; and
- Charge Outreach Committee with production of informational content through some level of joint devotion between ITD, DHW and ISP.

Other "Next Steps":

R. Dan Charboneau: Brochure layout and content.

Bob Cagle: As far as content is concerned, are you expecting any response from the people as a group? You may want to tell them "*your* next step may be …"

John Cline: Part of the exit strategy should be for everyone in the room, regardless of agency, to see if questionnaires have been filled out and sent back in to make sure there is a good understanding of the information.

Bob Cagle: Have people fully understand the P25 concept; have them understand what they're buying, and how it works.

R. Mark Lockwood: Look into maybe giving each entity a CD that they could take with them. Or put it

on the website.

Dia Gainor: DVDs may be the most inexpensive way to get volumes of material out.

Bob Cagle: Include successes (possibly testimonials) in second interation; integrate their success stories in how we present our information.

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The meeting then moved to discussion regarding the memo. Edit the word "with" in the second sentence of the first paragraph. The word "council" should be capitalized. First part of second sentence "responsibility of council" … should say "is to."

There was great discussion concerning geographic licensing, responsibility of which was determined to be the Department of Administration. Points to consider were language to allow flexibility concerning use of only a 700 megahertz band; maintaining/upgrading the microwave backbone; Department of Administration remaining custodian of the licensing (making sure they are current and updated, etc.). All was due to Bannock County having to utilize State frequencies. FCC has already identified Project 25 compliance.

The FCC has already identified Project 25 compliance as required for anything at 700 megahertz; no other geographic area licensing is being done for any other frequencies. This would clarify confusion regarding for which areas this licensing is being done. It was suggested the author of the last two paragraphs insert "geographic area licensing of 700 frequency" to lend definition. The phrase "where applicable" was added; did that mean "where applicable?" These clarifications would lend credibility to grant and funding.

The last line of paragraph 2 should be clarified to mean all geographic areas.

The last point was whether or not the format was correct to be in memo form. A suggestion was made to make it a "Best Practices Statement", "Letter of Support", "Declaration", "Operational Guidance", or "Purpose Statement." Consistency in naming this document needs to be put in place for any future writings. The last paragraph calls it an "endorsement." Group consensus was to rename the document a "Best Practices Endorsement from the Statewide Interoperable Executive Council for the State of Idaho."

Other suggested changes included adding an adopted date at the very bottom; taking the individual's name off the top of the document; changing the subject to something like "Geographical Licensing for 700 Megahertz Frequencies" to better match the title of the document to the content.

This document was reviewed and put to a vote at last meeting, so the group agreed to make these changes, adopt the document and forward it to the website.

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The meeting then went to John Cline's presentation of a letter and questionnaire being sent to the Assessment Committee. John stated his database of email addresses was not updated, so he sent the letter and questionnaire to the Committee and requested they forward it. He then asked the Committee to send him a list of the people to whom they forwarded the letter and questionnaire so he could have an up-to-date database compiled from those people.

Money was discussed, and John stated he spoke with Representative David Langhorse and he is very interested in the Committee's proceedings, and the SIEC, and he stated he would attend future meetings.

The meeting then moved to a development that took place on March 15th. There was a Press Release sent from the Department of Homeland Security, Tom Ridge, where they have developed a Homeland Security Funding Task Force. This Task Force will examine the state and local funding process(es) and facilitate funds getting to First Responders. They have instituted a 20-member committee that was selected nationally, and their sole interest is to implement funding and resources when needed as soon as possible. Their concept is "One Mission, One Team," which is also the title of the next Outreach film. They are looking at simplifying the application process, providing one application program, and assisting and streamlining the grant process.

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Bob Cagle then updated the Committee on his questionnaire. He informed the group that there is a temporary website containing the questionnaire and he could provide the website address individually.

Bob then informed the Committee that he and his group had just had a briefing on the Bin Laden tape, in which he states they are going to back off from Europe in that Europe seems to be complying with their goals. Homeland Security views that as a problem for U.S., and one direction to take is to increase the things being done here because there is an expected increase in Bin Laden activity in the next 8 months.

Bob advised the group to call Anne Cunningham in San Diego with problems with the website at 619/553-4186.

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The meeting was then turned over to Nick North and his presentation of TIR (Terrorist Incident Response), HSEEP Program, PDA, ANFO Attack, and DARVA.

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Mark Lockwood then discussed timelines. Possibly between June and August, the Council might be ready to make some recommendations to the rest of the State as to where the Council thinks it might be ready to start the phase.

Between August and mid-November, the Committee would like to be in a position to where it was starting to develop that recommendation amongst the many political subdivisions to write some earmarks.

Jerry Goetz stated at the next meeting, the Tech Sub Committee will make a presentation to show maps for VHF, UHF, 700, 800, and data through-put in each frequency.

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Motion was then made by Mark Lockwood to schedule the next meeting for May 27th, same time. Motion was seconded by Dan Charboneau.

Motion was made and seconded to adjourn.